

# Community One Stop for Growth Webinars

## About the session

- This online public presentation is intended for staff and/or representatives of any Massachusetts city or town seeking information about the Community One Stop for Growth.
- Participation in this webinar is not required in order to apply to the One Stop.

## Important Notes

- It is recommended that you test the Webex app on your desktop computer or mobile device. You can [Join a test meeting here](#) if you would like to familiarize yourself with the process and the app.
- Your computer is not required to have a camera or microphone to view the session. You may also use a telephone to call in to listen to the session. However, you must join online to view any live presentations and/or ask questions via the Q&A function.
- A dial-in number is available at the bottom of this document.

## Joining the WebEx Event

### Webinar 1: One Stop Overview Webinar

How Has the Process Changed, What to Expect in the New Process

Thursday, January 28, 2021, 12 noon

#### Step 1

Click the event link here or on the One Stop webpage:

<https://eotss.webex.com/eotss/onstage/g.php?MTID=ef04b91f86cf04b89d98cb692a01f0783>

*If/when prompted on screen, use the following:*

- Event Number (access code): **179 389 5523**
- Event Password (*case-sensitive*): **onestop2021**

### Webinar 2: One Stop Application Guidance Webinar

How to Frame Applications for the One Stop for Growth

Tuesday, February 2, 2021, 12 noon

#### Step 1

Click the event link here or on the One Stop webpage:

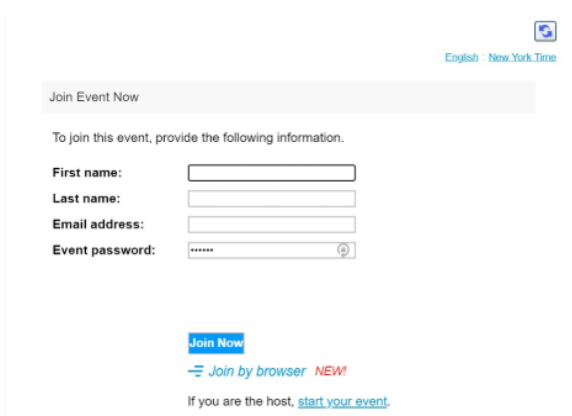
<https://eotss.webex.com/eotss/onstage/g.php?MTID=ecd7f8796a3918a188044ce84b87f71c9>

*If/when prompted on screen, use the following:*

- Event Number (access code): **179 561 5167**
- Event Password (*case-sensitive*): **onestop2021**

## Step 2

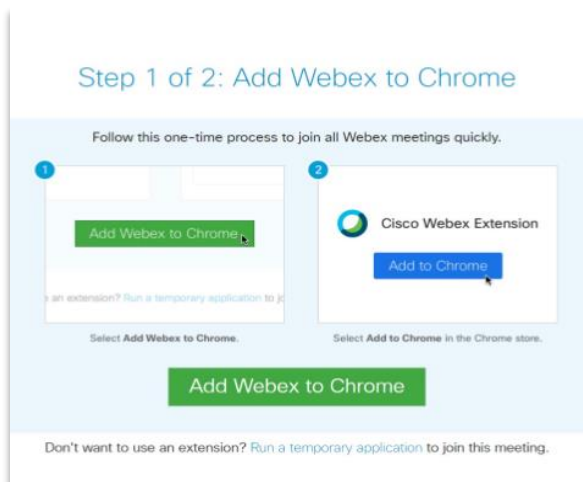
Enter your information when prompted. *Please use your full name.*



The screenshot shows a web page titled "Join Event Now". At the top right, there is a language selector showing "English" and "New York Time". Below the title, a message says "To join this event, provide the following information." followed by four input fields: "First name:", "Last name:", "Email address:", and "Event password:". The password field has a strength indicator icon. Below the fields are two buttons: "Join Now" and "Join by browser NEW!". At the bottom, a link says "If you are the host, start your event."

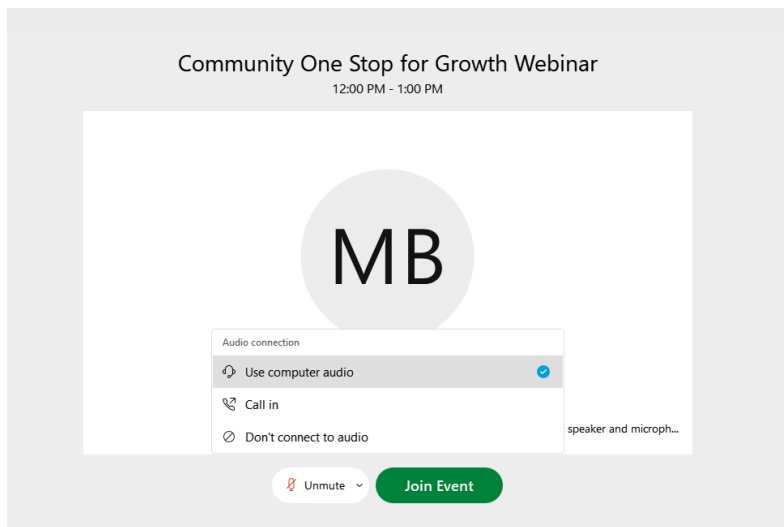
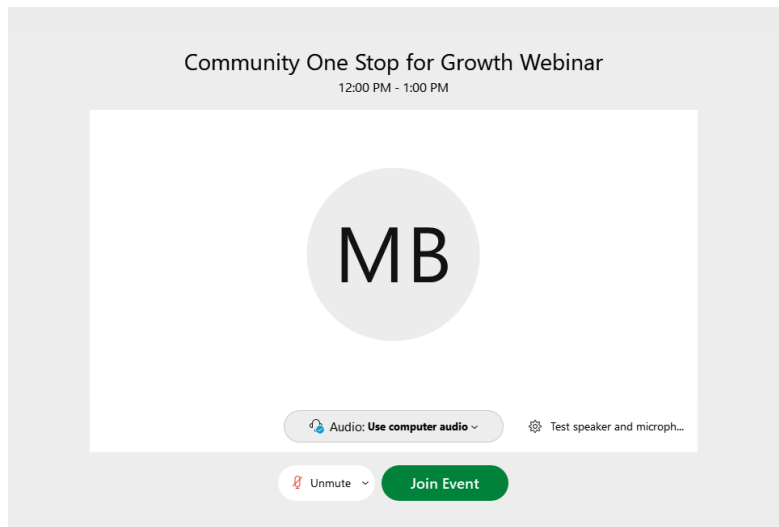
## Step 3

Follow the on-screen instructions to open or install the Webex app. If you are using the Chrome browser, you may be prompted to install a Webex extension for Chrome.



## Step 4

Choose your settings and click **Join Event**. If your device has a microphone, choose "Use computer for audio." If no microphone, choose "Call in." The app will provide call-in information once the event is launched



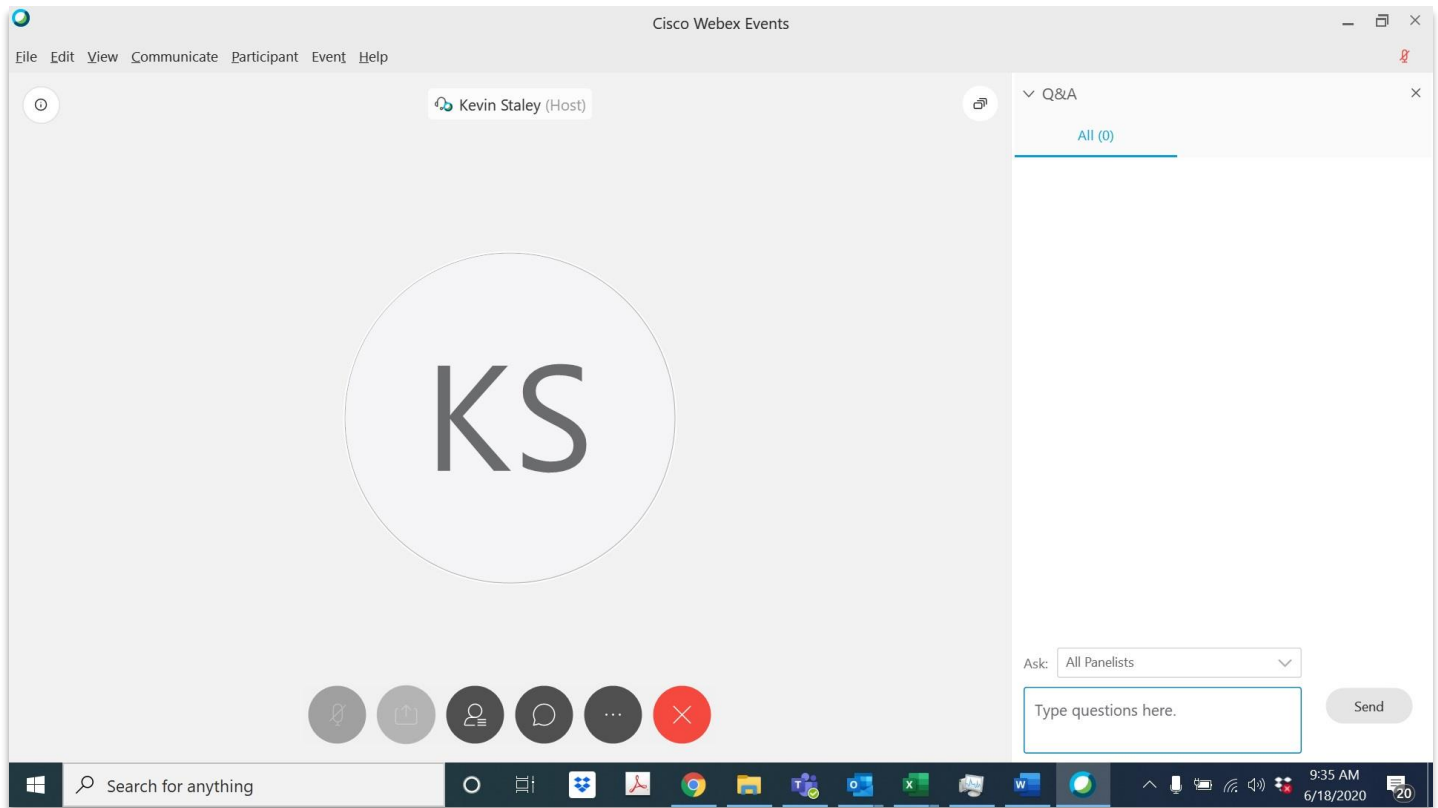
## Step 5

Familiarize yourself with the meeting controls at the bottom of the screen. You can hover your mouse over any button to learn its function. *Please note that the Host of the meeting will be muting all attendees once the session starts.*

If you have any questions during the presentation, please use the Q&A function available for you to type in your questions, which should be submitted as “Ask: All Panelists”. The One Stop partners will review and aggregate responses and post them on the One Stop website, [mass.gov/onestop](https://mass.gov/onestop).

Questions can also be submitted to [onestop@mass.gov](mailto:onestop@mass.gov) after the session.

*See Step 5 Above*



**Having trouble?** If you are unable to log in or anything goes wrong with your connection, you can always join by phone, by calling:

1-408-418-9388 (United States Toll)

Access Code: individual Webinar access code noted above

## Joining the Microsoft Teams Event

### Webinar 3: One Stop Application Technology Webinar

Thursday, February 4, 2021, 12 noon

#### Step 1

Click the event link here or on the One Stop webpage:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MTNmZGUyZTMtYjFhOS00YzE1LWI4ZWmtZWY0OTI1NjRmNjI3%40thread.v2/0?context=%7b%22Tid%22%3a%22dbd00413-975f-4a76-91ee-1f200bd250cd%22%2c%22Oid%22%3a%228dcf791e-58a0-441d-92ec-3c36cc700ab9%22%2c%22IsBroadcastMeeting%22%3atrue%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTNmZGUyZTMtYjFhOS00YzE1LWI4ZWmtZWY0OTI1NjRmNjI3%40thread.v2/0?context=%7b%22Tid%22%3a%22dbd00413-975f-4a76-91ee-1f200bd250cd%22%2c%22Oid%22%3a%228dcf791e-58a0-441d-92ec-3c36cc700ab9%22%2c%22IsBroadcastMeeting%22%3atrue%7d)

*The third Webinar will be run through Microsoft Teams. Attendees will be able to view in teams or in a web browser.*

*When you click the above link, the below should pop up and prompt you to view the webinar:*



A promotional banner for a live event in Microsoft Teams. The top half features a 2x2 grid of stylized avatars: a woman with glasses and a yellow top, a man with a beard and a yellow bow tie, a man with dark skin and a blue shirt holding a yellow folder, and a woman with long white hair. In the top left corner of the grid is a yellow video camera icon. Below the grid, the text "Watch the live event in Microsoft Teams" is displayed in a bold, black font. At the bottom, there are two buttons: a blue button with the text "Download the Windows app" and a white button with the text "Watch on the web instead". A red rectangular border highlights both buttons, and a black mouse cursor arrow points to the right button.

**Watch the live event in Microsoft Teams**

[Download the Windows app](#) [Watch on the web instead](#)